



Nursing Care Quality Assurance Commission
Licensing and Disciplinary Sub Committee
April 30, 2007
Telephone Conference Call 7 – 9 p.m.
310 Israel Road SE, Olympia, WA 98504

DRAFT Minutes

Sub-Committee Members:

Jackie Rowe (Chair), Rick Cooley, Susan Wong, Louise Kaplan

Absent:

Bill Hagens

DOH Staff:

Mary Dale, Donna Rogers, Teresa Corrado

I. Call to order

The meeting was called to order at 7:05 p.m.

II. Roll call

III. Approval of minutes from last meeting

The February 26, 2007 minutes were reviewed and approved.

IV. Old business

1. Discuss email address options for back of renewal notices with intent of deciding which one meets our objective.

Teresa and Louise will work on the renewal language and send it to the subcommittee members when they have determined the best language.

Donna has sent an email to agency staff to determine who approves adding information on the renewal form.

ACTION: LOUISE AND DONNA: Discuss renewal cards on Tuesday, May 1.

2. Discussion of video format options and objectives.

Videoland does not require a contract; they come to you for taping \$600.

DIS tapes in their studio with background and props. They also edit the video.

Susan and Jackie are making a new training video for new commission members, AGs, judges, and staff attorneys. Terry doesn't have time for the mandatory reporting video now, but if the subcommittee writes the script and completes other requirements, this project could be piggybacked on the same recording day at DIS.

The timeline to complete the mandatory reporting video is November 2007. The strategic plans were approved 2 months late; this project will have to carry over to the next year's plan. The subcommittee brainstormed ideas for the video:

- Not a "talking head"; have 2 people having a discussion.
- Assign sections to different people to share the workload.
- Rick or Bill help Jackie create an outline.
- Two students in a classroom or cafeteria; Louise strolls by and they ask if she knows about mandatory reporting that was in the Commission Newsletter.
- Include whistleblower information.
- Power Point pops onto the screen.
- Not necessarily students; nurses talking about a situation in the workplace.
- Focus on the process; the need to report; what the law says.

ACTION: JACKIE AND RICK: Meet on 5/10/07 to develop an outline.

ACTION: ALL: Consider possible cases for the video.

3. Review work plan

ITEM #2: Provide data or education for schools and employers on nursing discipline cases (to include analysis of different practice settings)

This is dependent on ILRS implementation. It was decided to wait until ILRS is up and running; then talk with Paula Meyer about the issue.

ITEM #3: Propose revised letter of acknowledgement for complaint closure – work with Health Professions Division

This item was planned because of poor communication with complainants after they submit their complaint. The subcommittee intent was to revise the letter, and present it to HPQA management for consideration. The letters sent to complainants are approved by all HPQA, not just the nursing commission.

Mary attended training on “plain talk”, and will ask Patti Latsch if HPQA intends to revise these letters based on the directive from the Governor to use “plain talk”.

V. New business

- Revise Policy A24.03, “Approval of Evaluators in Nurse Discipline Cases”

The attorney for a respondent asked to add two evaluators to the list of approved evaluators. However, the information needed to determine if they meet the requirements was not received prior to this subcommittee meeting. Staff suggested adding the procedure to revise the policy into the policy.

ACTION: DONNA/MARY: Look up current evaluators on Provider Lookup. If there is no action against their credentials, they may remain on the list. Look for representation on both sides of the state.

ACTION: JACKIE: Forward Policy A24.03 to the members.

ACTION: MARY: Send the new evaluator information to the members as soon as it is received along with the draft procedure for the policy.

Adjournment

The meeting was adjourned at 8:00.